

NPIC ROUTING SLIP

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FROM: TID

DATE: 1 Feb 62

	TO	INITIALS	DATE	FOR YOUR							RETURN	SEE REMARKS BELOW
				SIGNATURE	INFORMATION	COMMENTS	APPROVAL	ACTION	SEE ME	FILE		
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EXEC/DIR	X		5 Feb	X								STAT
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REMARKS:

SECRET

31 January 1962

MEMORANDUM FOR: Chief, CIA Automatic Data Processing Staff

THROUGH: Executive Director, NPIC

SUBJECT: Univac 490 "Systems" Course

1. NPIC has made arrangements for Remington-Rand Univac to provide a course on the Univac 490 System, with the objective of giving NPIC computer personnel directly concerned with the system implementation a sufficient background to deal with problems of remote-station interface logic and problems of program design that must be met during the first few months of the system implementation effort. The course will be of eleven actual days duration, and will be taught from 0930 to 1630 hours at the Remington-Rand Univac offices on Wisconsin Avenue on the following days:
5 - 8 February, 12 - 15 February, and 19 - 21 February.

2. In view of the role that we hope [] will play in the system implementation effort we believe that it would be highly desirable for her to attend this course, if you feel you can release her from her other duties for the period in question.

[]
Chief, Technical Intelligence Division

Distribution:

Original & 1 - Addressee
1 - Exec/Dir/NPIC ✓
1 - NPIC/TID/CB
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NPIC/TID/CB [] (31 January 1962)

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(When Filled In)

50X1		REPORT OF TRAINING AT NON-CIA FACILITY (Forward original and 2)		DATE 14 December 1961	
TO : Director of Training		FROM: Chief, Requirements Staff, NPIC Room 404, Stewart Building			
ATTN: Registrar					
THRU: Training Officer					
1. INSTITUTION ATTENDED American Management Association, Hotel Astor, New York, New York			2. DATES OF TRAINING 6 December to 8 December 1961		
3. DESCRIPTION OF PROGRAM (Include list of courses and a copy of grades received) Tools, techniques and methods of analyzing and improving administrative reports (administrative services workshop seminar number 619502)					
4. YOUR OPINION OF THE PROGRAM (Explain strengths and weaknesses) I found this course to be extremely valuable. The workshop seminars, as conducted by AMA, bring together a number of men from different types of organizations and encourage their discussing mutual problems and solutions related to the subject matter of the course. In this particular seminar the effectiveness was outstanding since all participants discussed their own and each of the other members problems openly and very intelligently. This proved to be a very effective learning technique, and also provided a valuable way of comparing our own problems with those in other businesses.					
5. EXPLAIN TRAINING OBJECTIVES AND WHETHER THEY WERE MET The objective of the course was to give the participants the means of evaluating the reporting system carried on by their own offices and making improvements where needed. From my own standpoint, this objective was well met. I picked up several ideas that may be effectively applied to the operations in NPIC. I came back more capable of assessing the administrative reports of our office.					
6. I CERTIFY THAT I ATTENDED THE TRAINING PROGRAM DESCRIBED ABOVE. <div style="text-align: right;">151 _____ SIGNATURE</div>					
NOTE: The original will be forwarded to the Office of Personnel for inclusion in your official folder, 2 copies will be for OTR use.					